

**DEPARTMENT OF CHARITABLE GAMING  
ADMISSION SALES RECONCILIATION FORM - PAPER**

**INSTRUCTIONS**

- When To Use:** Use this particular form to record all bingo paper sales that occurs at the admission counter or special tables during a bingo session.
- The use of handwritten documentation during the bingo session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.
- Organization:** Fill in the official name of the organization.
- Session Date:** Fill in the date of the bingo session.
- Signature of Cashier:** Cashier must sign this completed form at the conclusion of the bingo session.
- 

**ADMISSION CONTROL PLAYER COUNT**

- Beginning Serial Number on Hand** Enter the serial number of the first admission control ticket issued at the bingo session. Please issue all admission control tickets in numerical order.
- Ending Serial Number on Hand** Enter the serial number of the next admission control ticket that is to be issued.
- Total Count** Enter the difference from the Ending Serial Number on Hand Line minus Beginning Serial Number on Hand, which should be the total player count for the bingo session.

**ADMISSION SALES**

- Lines 1 through 10** Enter the following information for each type of paper that is available for sale at the admission counter or specials table.

<b>Column A</b>	<i>Type of Paper</i>	Enter the type of paper (i.e., 12 ON WTA, 9 ON Jackpot, 6 ON 18 UP Pack, 8 ON Sheet, 3 ON Bonanza, 5 ON Early Bird, etc.).
<b>Column B</b>	<i>Unit of Measure</i>	Enter the unit of issue, which would be card, pack or sheet.
<b>Column C</b>	<i># of Units Start</i>	Enter the number of units (cards/packs/sheets) issued from the organization's storeroom.
<b>Column D</b>	<i># of Units Finish</i>	Enter the number of units (cards/packs/sheets) remaining at the admission counter or specials table that have not be sold during the bingo session.
<b>Column E</b>	<i># of Units Sold</i>	Enter the difference between Column C (# of Units Start) minus Column D (# of Units Finished).
<b>Column F</b>	<i>Unit Price</i>	Enter the selling price for the type of paper.
<b>Column G</b>	<i>Total Sales</i>	Multiply Column E (# of Units Sold) by Column F (Unit Price) and enter the figure.

- Line 11** Add Lines 1 through 10 of Column G (Total Sales) and enter the figure. Remember to carry this figure to Line 3a of the Bingo Session Reconciliation Summary (Form 103).
- Line 12** Enter the amount of the cash on hand for the admission counter or special tables at the beginning of the bingo session.

- Line 13** Enter the total amount of the discounts (i.e. discounts, promotions, birthday packs, senior citizen discounts, etc.) given at the admission counter or special tables. Remember to carry this figure to Line 9 of the Bingo Session Reconciliation Summary (Form 103).
- Line 14** Enter the total value of the door prize coupons that were redeemed during the bingo session. Remember to carry this figure to Line 16b of the Bingo Session Reconciliation Summary (Form 103).
- Line 15** Add Line 11 plus Line 12 minus Line 13 minus Line 14 and enter the figure.  
(Line 11 + Line 12 - Line 13 – Line 14)
- Line 16** Enter the total amount of the cash on hand from the sales of paper at the admission sales or specials table.
- Line 17** Enter the difference between Line 15 and Line 16. If Line 16 is greater than Line 15, then an overage exists. If Line 15 is greater than Line 16, then a shortage exists.